

5 March 1999



Personnel

ADDITIONAL TRAINING PERIOD PROGRAM

NOTICE: This publication is available digitally on the HQ AFRC WWW site at: <http://www.afrc.af.mil> and the AFRCEPL (CD-ROM) published monthly.

OPR: 466 FS/DOF (SMSgt Elizabeth P. Atisme) Certified by: 419 OG/CC (Col Wayne F. Conroy)
Supersedes 419 FWI 36-8001, 22 January 1997

Pages: 3
Distribution: F

This instruction establishes guidance and procedures for the administration, conducting, and preparation for the wing's Automated Additional Training Period (ATP) Program. It implements AFRPD 36-80, *Reserve Training and Education*. This will include both the Additional Flying Training Period (AFTP) and Additional Ground Training Period (AGTP) as prescribed by AFMAN 36-8001, *Reserve Personnel Participation and Training Procedures*. This instruction applies to all wing aircrew attached or assigned to fly with the 466th Fighter Squadron flying operations.

SUMMARY OF REVISIONS

Provides new guidance on annotating all AFTP requests on the availability log in paragraph 1.4.5. It outlines a new guidance on the lunch period for civilians in paragraph 1.4.8.. Finally, it clarifies the definition of a single AFTP in paragraph 2.1.1.. A (I) indicates revisions from the previous edition.

1. Responsibilities:

1.1. 466th Fighter Squadron Operations Officer or Designated Representative:

1.1.1. Ensures compliance of this instruction and ensures that all individuals who are responsible for the administration of the program or participating in the program, are adequately trained in accordance with the guidance set forth in this instruction.

1.1.2. Ensures issues such as dual compensation and/or abuse of the AFTP or AGTP do not exist. No deviations of this instruction are authorized.

1.1.3. Ensures that only 10 AF approved AGTPs are authorized.

1.1.4. Will be the approving authority for all AGTPs, dual ATPs and consecutive ATPs. On a case by case basis, the operations officer or acting operations officer may authorize an AGTP provided the following conditions are met:

1.1.4.1. No other AGTP had been accomplished that calendar day.

- 1.1.4.2. The pilot/flight surgeon has a legitimate ground event to be accomplished.
- 1.1.4.3. The pilot/flight surgeon has not exceeded the authorized number of AGTPs.
- 1.1.5. Certifies the automated 3956 once verified by the fighter squadron flight management.
- 1.2. 466 FS Flight Management (DOF):
 - 1.2.1. Reviews and verifies all source documents to include: AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document, AGTP Authorization worksheets, 419 FW Form 3, 419 FW Local Flight Clearance/Daily Flight Order, ACC Form 50, Flight Order. Once this process is complete, the automated 3956 will be verified, certified and sent to the wing military pay office no later than Tuesday following the end of each civilian pay period.
 - 1.2.2. Verifies the 3956 by signing the "Flight Manager Verification" block on the automated 3956. However, certification can only be accomplished by the 466 FS Operations Officer, acting operations officer, or 419 OG/CC.
 - 1.2.3. Monitors ATP accomplishment to ensure that aircrew do not perform in excess of their quarterly or yearly (FY) ATP authorizations. Pilots and flight surgeons will not exceed 16 ATPs per quarter, and never more than 48 per FY. Pilots and flight surgeons are still limited to 12 AGTPs per FY.
 - 1.2.4. Maintains copies of all 3956s submitted for pay and all AGTP authorization forms.
- 1.3. Timekeepers. Verify and validate all appropriate leave in performance of the ATPs performed on the timekeeper's report sheet. A copy must be filed with the DCPS.
- 1.4. All Pilots:
 - 1.4.1. Ensure ATPs are entered in the automated ATP Program and not entered until completion of the ATP being performed.
 - 1.4.2. Ensure the appropriate duty status code is entered in block 33 of the AFTO 781 (i.e., 3, 33, 3/3).
 - 1.4.3. Ensure they do not fly an AFTP until they have met all requirements for crew rest compliance as prescribed by AFI 11-202V3, *General Flight Rules* and AFMAN 36-8001.
 - 1.4.4. Each pilot should plan on accomplishing twelve ATPs per quarter. The quarterly and annual ATP accomplishment will take priority over mandays. If it appears ATPs will be lost, mandays will not be authorized until the ATP requirement has been satisfied or availability posted for them.
 - 1.4.5. AFTPs will be requested by annotating the availability log with the appropriate code – FX1, FX2, FAM, or FPM. Consecutive ATPs must be approved in advance on the flight authorization. If you have requested consecutive AFTPs on the availability log and then are scheduled and authorized on the 419 FW Form 3, Local Flight Clearance/Daily Flight Order, approval has been granted. Consecutive AFTPs will be approved when possible, but should not be assumed. Plan four days availability for four AFTPs. AGTPs will be requested by completing an AGTP approval worksheet and submitting it to the DO or acting DO for approval. Only the events listed on the AGTP approval worksheet and in the automated ATP program are authorized.
 - 1.4.6. In order to utilize AFTPs on deployments, members must have prior approval from the squadron commander, operations officer, or OG/CC. Flying training IDT status (UTA/AFTPs) is

authorized worldwide, however, active duty for training (ADT) remains the primary status for overseas missions.

1.4.7. Flight time for each AFTP must be logged in the unit-equipped aircraft. Exception: Flight surgeons assigned to units equipped with single-seat aircraft may perform AFTPs in other suitable aircraft.

1.4.8. For the purpose of charging civilian leave during ATPs, the lunch period will begin no earlier than 3 hours after start of shift and no later than 6 hours after start of shift. You are not required to take leave for the portion of a training period that falls within the authorized lunch period if no lunch is taken. For example: If your duty day begins 0745, a lunch period may begin between the hours of 1045-1345. If you perform an ATP during the authorized lunch window and do not take a lunch, you will not be charged for your lunch break. ART leave must begin at or before the scheduled briefing time for an AFTP and extend until the end of the debriefing (at least 15 minutes after landing). An ATP must be a minimum of 4 hours.

Example 1 (Flextime):

0730 - 1615

Duty hours (45 minute lunch)

1030 - 1330

Authorized lunch start (for AFTPs only)

0745 - 1145

AFTP

3.25 hours charged for leave, with FTL (flew through lunch), if lunch not taken

2. Definitions:

2.1. AFTP/AGTPs: Reference AFMAN 36-8001

2.1.1. Single AFTP (status 3). Will be a minimum of four hours of duty. The duty begins at the start of required preflight duties and ends no earlier than four hours after the period began. The period will end at the completion of all post flight duties to include flight debriefing.

2.1.2. Dual AFTP (status 33). Are either two TPs on a single mission (e.g., over water mission) or consecutive missions (e.g., early evening mission turning to the late flying mission without engine shutdown). Dual AFTPs will be a minimum of eight hours with no less than four hours scheduled flying time.

2.1.3. Consecutive AFTPs (i.e., two AFTPs in one day). Are the same as two separate single AFTPs with all the same conditions as stated in para 2.1.1. above.

2.1.4. Consecutive ATPs (i.e., AFTP/AGTP or AGTP/AFTP). Are authorized with all the same conditions as stated in para 2.1.1. above. However, consecutive AGTPs are not authorized.

F.C. WILLIAMS, Colonel, USAFR
Commander